

Template for Indiana Public Library Long Range Plan

A long-range plan of service covering between three (3) to five (5) years is required by [Indiana Public Library Standards](#) (590 IAC 6-1-4h (3)). The plan, updates, and revisions must be filed with the Indiana State Library.

At a minimum, the plan shall include the following:

(A). A statement of community needs and goals. [\[590 IAC 6-1-4\(h\)3\]](#)

a. Select and convene a committee representative of the individual needs of community residents.

([Workform B](#))

b. Committee develops a list of primary community needs and goals

(B). Measurable objectives and service responses to the community's needs and goals.

[\[590 IAC 6-1-4\(h\)3\]](#)

a. The committee, library board, and library staff collectively identify the [service responses](#) to address some of the community's needs, avoiding service responses that duplicate other agencies' services.

b. The library board and staff develop a mission statement. This statement focuses on the specific benefits that the residents in the library district are expected to receive from the service responses of choice.

c. Library staff begins to work on preparing goals that directly relate to the chosen service responses ([Workform G](#))

i. List at least one goal that supports each of the chosen service responses

d. The library staff writes objectives that include measures of progress toward reaching each of the service response oriented goals. ([Workform H](#))

i. Select at least two measureable objectives that support each goal

ii. Select at least 3 activities to assist the Library in accomplishing each goal and related measureable objective will be chosen

e. A communication plan is written to inform community residents of the library's plans to serve them with the resources that it has.

(C). [An assessment of facilities, services, technology, and operations.](#) [590 IAC 6-1-4(h)3]

(D). [An ongoing annual evaluation process](#) [590 IAC 6-1-4(h)3]

(E). [Financial resources and sustainability](#) [590 IAC 6-1-4(h)3]

(F) Collaboration with other: [590 IAC 6-1-4(h)3]

a. public libraries; and

b. community partners.

(i) The plan needs to include a statement of how the library plans to collaborate with other public libraries and community partners in activities that will achieve the objectives for each service response.